



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
UNIT 29237
APO AE 09014-29237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Standing Operating Procedure (SOP) #1, Command Policy Memorandums

1. Reference AR 25-50, Preparing and Managing Correspondence.
2. This memorandum provides guidance and serves as the sample for the preparation and issuance of USAG Baden-Wuerttemberg command policy memorandums.
 - a. Command policy memorandums will be issued to cover a policy that has not yet been issued in an authorized publication. Once the policy has been incorporated into a publication, the command policy memorandums will be reviewed and a decision made to rescind/leave the memorandum in place.
 - b. Command policy memorandums can emphasize specific areas that may or may not be covered in Army, Army in Europe, Installation Management Command or other organizational publications. The memorandums may be issued as statements of policy concerning special-interest areas, such as equal opportunity or open door policy, when required by HQDA.
 - c. Command policy memorandums and procedures will be published in a consecutively numbered series. When memorandums in a published series are rescinded, the numbers of other memorandums in the series remain unchanged. The web site will show current policy numbers by memorandum title, date and proponent. USAG Baden-Wuerttemberg policy memorandums are designated with the letters "A" to indicate their status as SOPs. Memorandums unique to the Baden Wuerttemberg community are represented by the letter "C", as in 34C.
3. Policy preparation guidance in enclosed memorandums will be posted to the USAG Baden-Wuerttemberg web site in PDF format. Policies bearing the signature of the USAG Baden-Wuerttemberg Commander will have no expiration date. They will be updated and replaced when necessary and will become obsolete on change of command.

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SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Standing Operating Procedure (SOP) #1, Command Policy Memorandums

4. Point of contact for this memorandum is USAG Baden-Wuerttemberg Directorate of Human Resources, DSN 373-6058.

3 Encls

1. Policy Preparation Guidance
2. IMEU-BW-LG Memo, 2 February 2011
3. IMEU-BW-HR Memo, 14 March 2010



BRYAN D. DECOSTER
COL, MI
Commanding

DISTRIBUTION:

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Policy Preparation Guidance

This guidance covers preparation on command policy memorandums, staff memorandums and informal memorandums. United States Army Garrison (USAG) Baden-Wuerttemberg staff offices are responsible for developing, coordinating and publishing policies.

1. The Commander will sign command policy memorandums.

2. Proponents (staff elements, USAG Baden-Wuerttemberg) will:

a. Recommend policy memorandums when directed by Army, Army in Europe, IMCOM or other references. Recommend other policy memorandums to implement requirements of immediate importance that will be directed by a later publication. Recommend policy memorandums in specific areas that may be covered in other publications but considered important enough to merit special attention or continual oversight. Policy memorandums will not duplicate other policies or information in higher-level publications.

b. Submit staff action summaries (SAS) to recommend command policy memorandums. The SAS will transmit the recommended policy, prepared in memorandum format, prescribed by the above reference. Complete all coordination requirements before submission to the Deputy to the Garrison Commander (DGC). The reference page(s) that support publication of the recommended policy will be included. Proponents will include the recommended policy memorandum with it.

c. Limit command policy memorandums to two pages. The DGC can approve exceptions.

d. Command policy memorandum format will always show references in the first paragraph (publication, title, date). Only the references listed in Army, Army in Europe, IMCOM and similar web sites, e.g., U.S. Army Publications Agency, will be used.

3. Staff proponents will not recommend publishing command policy memorandums on subjects that may be more suitable for issue as a staff memorandum (enclosure 1), e.g., short term or permanent requirements, etc. Staff memorandums covering specific topics or areas will show that they will expire one year from the date of issue. They will be numbered and signed by the DGC.

4. Internally generated staff policies will be issued as informal memorandums (enclosure 2), printed on plain bond paper, be numbered and expire one year from issue date. Proponents issuing informal memorandum policies will maintain record files to manage their use and ensure they remain relevant and current. Primary staff directors will sign their internally generated Memorandum for Record (MFR). MFR for special and personal staff will be signed by the DGC.

2 Encls
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2 February 2011

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Garrison (USAG) Baden Wuerttemberg DOL Staff
Memorandum #5, Procedures for Issue of Blocking and Bracing Materials**

This memorandum expires one year from date of publication

1. Reference memorandum, HQ, 21st TSC, AERLO-SPO, 20 May 2005, subject: BB&T Request Procedure.

2. This is a sample for the publication of a staff memorandum by the USAG Baden-Wuerttemberg DOL.

a. Staff memorandums may be issued for subjects that are short term or permanent requirements. They will be numbered and signed by the Deputy Garrison Commander.

b. At the staff level, memorandums are commonly used for the management of a functional area. Because staff memorandums are often published to addressees outside of the headquarters, 'REPLY TO ATTENTION OF' used to the right of the DOD seal is optional.

3. Staff memorandums can reflect office telephone numbers for coordination or contact purposes. Individual names will not be used.

4. The format for memorandums will comply with the provisions of AR 25-50, Preparing and Managing Correspondence.

FOR THE COMMANDER:

2 Encls

1. 21st TSC Memo, 12 Oct 02
2. BBPCT listing

XXXXXX X. XXXXX

Deputy Garrison Commander

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Encl 2: Sample Staff Memorandum to the USAG Baden-Wuerttemberg Standing Operating Procedure #1, Command Policy Memorandums

MEMORANDUM FOR Staff Members, United States Army Garrison (USAG) Baden-Wuerttemberg Military Personnel Division (MPD)

SUBJECT: Staff Policy, Submission of Leave Requests by MPD personnel

This memorandum expires one year from date of publication

1. This is a sample for the publication of an internal policy memorandum issued by the USAG Baden-Wuerttemberg DHR.

a. Format follows guidance provided at figure 2-1 5, page 23, AR 25-50, Preparing and Managing Correspondence.

b. Include a point of contact and telephone number in the last paragraph.

2. Prepare the informal memorandum on plain white paper, without letterhead.

XXXXX X. XXXXXX
Xxxxx, XXXXXX
DHR